Digital Content Wizard

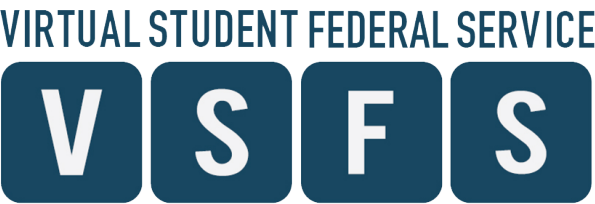|	
Project Title	Digital Content Wizard
Project Summary	We have great resources but researchers need help finding and accessing them. Join the web team and help us improve our website!
Country	United States

Project Description

We are looking for a student to assist on a floating basis with a number of various projects for the web team throughout the year, such as converting PDFs to web pages, assisting with usability testing, editing HTML, transcription, collaborating via Google Docs and spreadsheets, and working with analytics to improve content. Projects vary. We can train on many tasks but basic HTML knowledge, interest in user experience, and graphic design skills are a plus.

Required Skills or Interests

Skill(s)
Design thinking
Editing and proofreading
Graphic design
Marketing
Research
Website design

Additional Information

The Web Team at the National Archives is located in the Digital Engagement Division in the Office of Innovation. In this office, we are involved in many different tasks from managing the agency website (archives.gov) and maintaining the online catalog to managing digitization partnerships and working with the Wikipedia community.

Language Requirements

None